Individuals Authorized Access to CMS Computer Services (IACS)
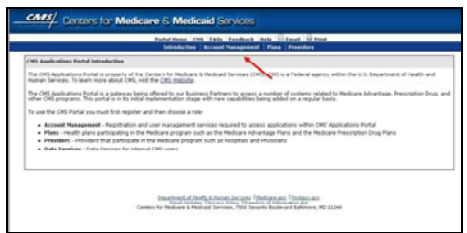# Request Access to a CMS Application
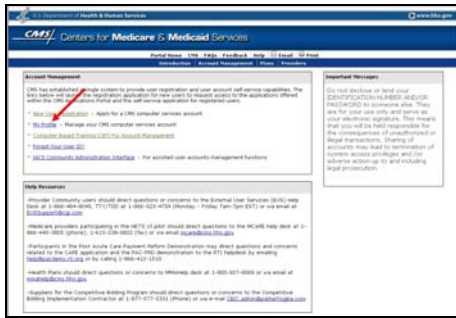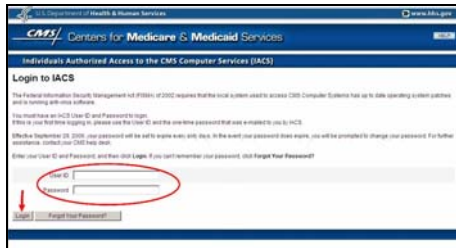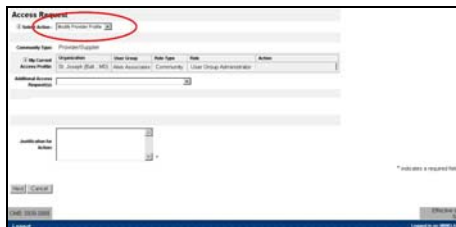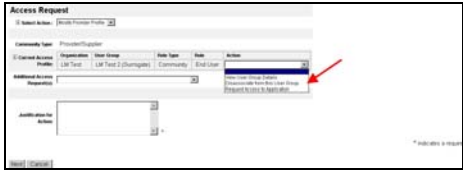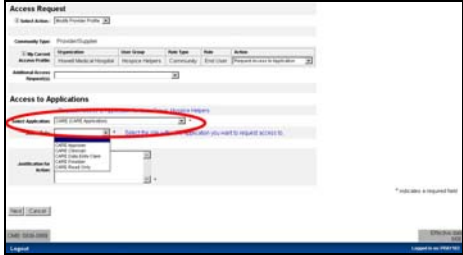# Quick Reference Guide

This Quick Reference Guide provides step-by-step instructions to access the IACS *Modify Account Profile* functionality and request access to a CMS Application.
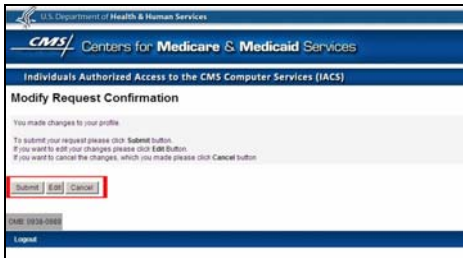
This guide applies to users in the Provider/Supplier, FI/Carrier/MAC and CMS Contractor Communities. Those users are Individual Practitioners and Organization's User Group Administrators, End Users and Surrogates who use CMS applications integrated with IACS.

The Steps to Request Access to a CMS Application for a Community User are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the **CMS Applications Portal WARNING / REMINDER** screen. Select the *Enter CMS Applications Portal* button*.	
Step 3	Select the *Account Management* hyperlink on the menu bar toward the top of the **CMS Application Portal Introduction** screen.	

Step	Action	Screen Displayed
Step 4	Select the *My Profile* hyperlink on the **Account Management** screen. Refer to the *Help Resources* portion of the screen and record the contact information for your Help Desk. **Note:** If you need assistance with the *Modify Account Profile* functionality, contact your Help Desk.	
Step 5	Enter your IACS *User ID* and *Password* in the fields provided on the **Login to IACS** screen. Select the *Login* button.	
Step 6	Select the *Modify Account Profile* hyperlink on the **My Profile** screen.	
Step 7	Select the *Modify Provider Profile* option from the drop-down list in the *Select Action* field in the *Access Request* portion of the **Modify Account Profile** screen. **Note:** The options displayed may vary according to your CMS User Community, but the process you will follow will be the same.	

Step	Action	Screen Displayed
Step 8	Select the *Request Access to Application* option from the drop-down list in the *Action* field of the **My Current Access Profile** table.	
Step 9	Select the desired **Application** from the drop-down list in the *Select Application* field in the **Access to Applications** portion of the screen. **Note**: Only applications available to your User Community will be displayed.	
Step 10	Select the desired **Role** from the drop-down list in the *Select Role* field in the **Access to Applications** portion of the screen. **Note:** Only roles available for the application that you select will be displayed.	
Step 11	Enter a brief justification statement for your access request in the *Justification for Action* field. Select on the **Next** button.	

Step	Action	Screen Displayed
Step 12	You will receive confirmation of your request. You can return and modify your request or continue by selecting the *Submit* button. **Note:** If you select the *Cancel* button, your request will be cancelled. Select on the *Submit* button to continue with your request.	
Step 13	Record the tracking number for your request or print the screen by selecting the *Print* button to the right of the text. **Note:** if you need assistance from your Help Desk, you will need this tracking number. Select on the *OK* button to complete your request.	
Step 14	You will be sent an email confirming that IACS has received your request and providing you the tracking number for your request. Contact your Help Desk if you do not receive this email within 24 hours. **Note:** Refer to communications from the business owner for the CMS application you wish to access for instructions on how to access the application.	This message is to confirm your registration request for access to the Individuals Authorized Access to the CMS Computer Services (IACS) has been received. Your request will be processed. You will receive a separate email message with additional information after your request has been processed. Please use the following Request Number when contacting your Helpdesk regarding your request. Request #: REQ-*<your number will appear here>*. Please do not reply to this system-generated email.

Step	Action	Screen Displayed
Step 15	You will receive notification via email once your application access request is approved.	Your Modify Profile Request #: REQ-*<your request number will appear here>* has been approved and processed in the Individuals Authorized Access to the CMS Computer Services (IACS). Thank you. IACS